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Approved For Release 2003/04/17 : CIA-RDP78-03991A000500020005-9

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director of Logistics

DATE: 24 February 1955

FROM : Acting Chief, Supply Division

SUBJECT: Weekly Activity Report

1. GENERAL:

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a. [ ] (continued item)

(1) With the completion of the inventory of Material Group VII (Administrative and Quartermaster type items) as scheduled, the inventory count cards were forwarded to Machine Records for accomplishing the new Stock Status Report. This report has been received and preparation of the initial Report of Inventory Adjustment is now in progress.

(2) The final Report of Inventory Adjustment on Material Group I is expected to be presented for approval within five days.

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b. Supply Training: (continued item)

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(1) The Supply Division portion of the Sixth Logistics Support Course commenced at 1300 hours on 18 February 1955. There are nineteen members in attendance. This phase will continue in the headquarters area through 4 March 1955. The [ ] phase will start 7 March, continuing through 25 March 1955. [ ] Chief, [ ] currently a student in the course, has been designated as Training Monitor during the [ ] phase.

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(2) Applications have been submitted to have two members of the Supply Division enrolled in the Basic Orientation Course.

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2. PROJECTS AND STUDIES IN PROCESS:

a. Flex-O-Print Catalog: (continued item)

(1) Distribution of the "Introduction" to the Supply Catalog will be effected shortly.

(2) The publication of the catalog on lighting fixtures and lamps will be delayed for at least two weeks due to the change in the expendability status of many items.

(3) The publication of the catalog for Class 5995, Cable Assemblies, will be delayed several weeks due to the necessity of reidentifying several items.

25X1A b. [ ] (continued item)

25X1A It is anticipated that a sizable quantity of material for this project will [ ] for shipment to ultimate destination [ ]

c. Requirements Forecasts: (continued item)

(1) Requirements Forecasts FY 1956 and FY 1957:

(a) A preliminary listing of requirements and costs has been received from the Machine Records Division. This listing is being reviewed in order to correct processing errors with respect to prices, units of issue, etc. It is expected that the review will be completed within a few days and that the final corrected listing will be available to the Office of Logistics within a week.

25X1 (b) The administrative and housekeeping support requirements desired from [ ] have been priced out for those forecasting echelons desiring costs. These lists are being typed for submission to the Area Divisions involved.

d. Supply Regulations: (continued item)

25X1 (1) [ ] Supply Procedures: Data on working level coordination desired by Regulations Control Staff is being compiled. This data will be used to support the elimination of formal coordination.

(2) [ ]  
Property Accounting for Headquarters Controlled Projects: These Handbooks were reviewed in conjunction with Regulations Control Staff personnel for editorial changes prior to formal coordination and publication.

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(3) [ ] Replacement Standard for Administrative Equipment: Work on this Regulation is temporarily suspended.

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(4) Proposed [ ] series on "Ammunition and Explosives" remains under consideration with Administrative Staff/OL for administrative and policy approval.

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(5) [ ] Storage and Issue of Hazardous Materiel: The initial draft of the proposed publication is still under review.

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(6) [ ] Working level coordination on this proposed Regulation is continuing.

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(7) [ ] The writing of this Regulation remains suspended because of higher priority business.

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3. OTHER ITEMS OF INTEREST:

a. Rush Shipments: (continued item)

Five shipments received special coordination during the past week for expeditious delivery. Two were for TSS, one was for WH Division, one for WE Division, and one for DD/P Logistics.



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c. Safe Files: (continued item)

A requisition for 100 each legal size four drawer and 50 each legal size two drawer safe files has been prepared and submitted to Chief, Physical Security Branch, SO, for approval. Procurement Division has indicated their willingness to purchase subject safe files provided that the Chief, Physical Security Branch submits a memorandum of justification for the procurement of the Herring-Hall Marvin safe file exclusively, and further that general specifications be furnished. The Chief, Physical Security has been requested to furnish required justification. General specifications are indicated on subject requisitions. The current status of legal size four drawer safe files is; 98 each on hand and 303 on back order for cargoes and non-departmental locations.

d. European Trip: (continued item)

The dispatch to the [ ] has been withdrawn at the request of the WE Division Logistics Officer. This person feels that the Mission for the [ ] will, when finalized, adequately answer the problem. He feels also that any dispatch on the subject at this time will be unnecessary duplicated effort. Information to this effect has been forwarded to the Office of Logistics by separate memorandum.

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e. Resume of Logistics Situation, [ ] (new and completed item)

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The Resume of Logistics Situation, [ ] from the Chief, Logistics, to Chief, Support [ ] was reviewed and a dispatch prepared to the Support [ ] requesting further information on dollar value accounting methods proposed for furnishings. Information was also requested on the study being conducted on the plan to support satellited stations directly from the Support [ ] where feasible.

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f. Far East Trip Report, [ ] (new and completed item)

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An answer to the Headquarters dispatch on problems and recommendations covered by [ ] Report on his trip to the Far East was received from the Support [ ] This dispatch contained a recommendation that [ ] classify all property carried under Conditions 1 and 2 as Condition 1 to simplify accounting and reduce work load. An answer was prepared telling [ ] that this proposal was not favorably considered and citing the reasons therefor.

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g. Stock Level Replenishment: (new and completed item)

(1) Stock level replenishment requisitions have been completed for a total of 510 line items of material in Group V (Commo).

(2) All requisitions whereon administrative supplies and equipment have been issued to operational activities are being reviewed to determine the dollar value involved. The operational allotment, Account 6807-10, will be used to replenish administrative supplies and equipment up to the dollar value of such material supplied operational activities.

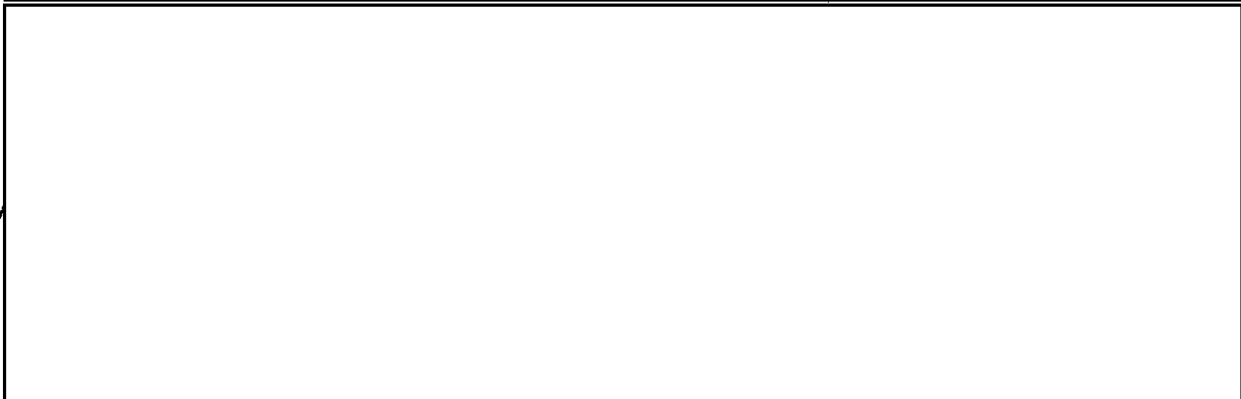
h. Rewriting of Portions of Master Nomenclature File: (new and completed item)

The Master Nomenclature File, consisting of approximately 32,000 items, which is the master guide for establishing the alphabetical stock listing by class, is being rewritten in part to permit the addition of additional alphabetical sequencing serials. The new nomenclature, where added or revised, will, by furnishing additional information, permit more accurate alphabetizing.

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(2) A Packaging and Packing Letter incorporating the results of this test will be issued. This letter will direct discontinuance of the use of battens on cases weighing less than 200 pounds.

4. MAJOR PROBLEMS:

None

5. MAJOR OBJECTIVES:

Current status of Division objectives reported to Technical Review and Policy Staff on 4 February.



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OL/SD/TJD:dmg:adeg (24 Feb. '55)

Distribution:

Orig & 4 - Addressee  
1 - SD official file

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